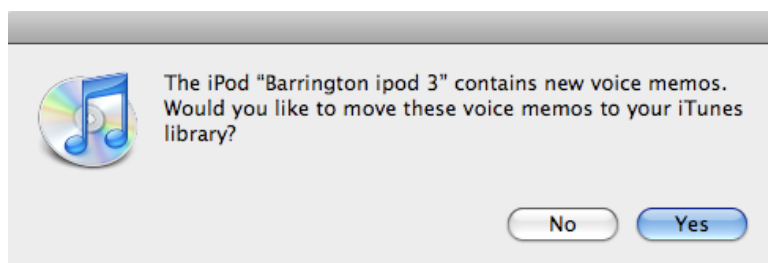


## Quick Start Guide for Moving Voice Memos to iTunes

1. Confirm you are logged in to your computer as a "Teacher" and you are sitting at the computer that you've designated as your primary computer.
2. Open iTunes and go to the iTunes menu and choose "check for updates". This will launch the update manager and show you all of the applications that have updates waiting. Normally, the computer would run these updates automatically but we cannot use your iPod with iTunes until the latest version (version 9.0.1) is installed. Uncheck all of the other updates on the list and leave iTunes checked. Choose the install button. This will launch the update. The computer will prompt you to enter your Teacher password and then ask you to quit iTunes before the action can be completed.

*You will only have to do this critical update once.*

3. Connect your iPod to your computer using the USB cable. This should launch iTunes. If you have new voice memos saved to your iPod you should get the following message:



Choose Yes and this will do 2 things:

- a. move the voice memo(s) to the playlist on your computer named "voice memos"
- b. move the voice memo(s) from the recording menu to the music library on your ipod.

The voice memo has not been erased from your iPod. The voice memo was copied to your iTunes library.

Now you can add information to the voice memo, create playlists, or insert it into other programs.